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BANGALORE, THURSDAY, JULY 3, 1930.

PART I.

IMPORTANT GOVERNMENT ORDERS.

CHIEF SECRETARIAT.

Passes orders on the several recommendations of the Press Committee appointed by Government to suggest measures for effecting economies under Government Printing and Stationery.

READ—

Government Order No. G. 14899-904—P. & S. 91-28-1, dated the 20th June 1929, appointing a Committee to examine the question of the rise in the annual expenditure under Government Printing and Stationery and to submit proposals for effecting economies in both the Departments.

2. Letter dated the 27th March 1930, from the Secretary to the above Committee submitting the report of the Committee for the orders of Government.

ORDER THEREON No. G. 14823-80—P. & S. 66-29-2, DATED 27TH JUNE 1930.

The expenditure under Printing as well as Stationery has been increasing year by year and although this increase is partly the result of the normal expansion of business in the several Departments, Government felt that it was desirable to take stock of the situation and see if it was possible to effect economies so as to keep down the cost of these services. They accordingly appointed, in June last a Committee consisting of the marginally noted gentlemen to examine the question.

(1) Rajasevaparayana Mr. B. Srinivasaiengar, B.A., B.L., Financial Secretary to Government, and Inspector of Office Systems (Chairman).
(2) Mr. B. Puttaiya, B.A., Superintendent, Government Printing, Bangalore (Member).
(3) Mr. A. V. Ramanathan, B.A., Deputy Commissioner, Kolar District (Member).
(4) Mr. C. Jayavadana Rao, B.A., B.L., Editor, Economic Journal, Bangalore (Member).
(5) Mr. D. C Subbarayappa, B.A., B.L., Assistant Secretary to Government (Secretary).

2. The Committee have investigated in detail the factors that have contributed to the increase of expenditure in the Government Press and studied its methods of working as compared with those prevailing in other printing establishments in Mysore and elsewhere and have submitted an exhaustive report, which is printed as an annexure to this order. The report traverses the whole range of work in the Government Press and the Stationery Depot and deals with the various defects observed in the existing methods. It also embodies proposals intended to remedy these defects and to secure economy in the cost of printing and stationery. The Committee anticipate that as a result of their proposals, a saving of about Rs. 30,000 per annum may be eventually obtained in the budgets of the Press and Stationery Depot.

3. Before passing orders on the various recommendations of the Committee, Government wish to place on record their appreciation of the thorough manner in which the Committee have dealt with the questions referred to them for investigation.

I. REVISION OF WORKING HOURS.

4. The Committee recommend a change in the existing working hours of the Government Presses at Bangalore and Mysore so as to bring them into line with the practice obtaining in private printing establishments in the State and in Government Presses elsewhere and suggest that they may be raised from 6 to 8 hours a day or from 36 hours to 45 hours a week. Government consider that the reasons urged by the Committee in favour of this proposal are sound and accordingly direct that the following change in the hours of work in both the Government Presses may be effected from 1st July 1930:—

On all week days excepting Saturday, two periods:
Morning—from 8 A.M. to 12 noon.
Afternoon—from 1-30 P.M. to 5-30 P.M.
On Saturdays 7-30 A.M. to 12-30 P.M.

II. REDUCTION IN PIECE-WORK WAGES.

5. The Committee have come to the conclusion that the rates of piece-work wages now allowed to compositors are capable of reduction and that they might be fixed on a sliding scale of 2 pies, 2½ pies and 3 pies per line composed, as shown in the margin, in lieu of a uniform rate of 3 pies now in force. This, in the opinion of the Committee, will ensure more equitable payment according to the service and capacity of the men. Government agree with the views of the Committee and are pleased to approve of the sliding scale of rates proposed. They also accept the proposal that, when piece-work compositors are employed on the work of permanent compositors in temporary vacancies, they may be paid either on hour account basis (at the rate of 2 annas, 2¼ annas and 2½ annas per hour, according to their service) or in accordance with the provisions of the Mysore Service Regulations, at the discretion of the Superintendent.

(1) 1st class with a service of over 10 years at an average rate of wages of 3 pies per line composed.
(2) 2nd class with a service of 5 to 10 years at 2½ pies per line, and
(3) 3rd class up to 5 years' service at 2 pies per line.

III. ABOLITION OF THE HOUR ACCOUNT AND PIECE-WORK SYSTEMS.

6. The Committee propose the abolition of the hour account system in the composing branch and of the piece-work system in the Machine and the Binding Branches and the absorption of the men in these branches into the permanent staff. The rates of pay proposed are based on those prevailing in Private Presses and on the present average earnings of the men. The proposals are expected to result eventually in a reduction of 11 men out of 317 men now borne on the piece-work establishment and in a saving in cost which is estimated at Rs. 15,700 per annum. Government are pleased to approve of the above recommendations of the Committee so far as they relate to the composing and machine branches and request the Superintendent to examine further the question of effecting economies in the system of payment to members of the Binding Establishment.

IV. REVISION OF STAFF.

7. The Committee consider that, in view of the comparatively low pay of the officials and the proposed increase in their hours of work, it is desirable to grant some increase of pay to the subordinate ministerial and supervising staff of the Government Presses. They therefore recommend that the proposals submitted by the Superintendent some time back for giving increase to some of these officials, at a total cost of about Rs. 5,000 may now be sanctioned. As regards other members of the permanent subordinate establishment whose cases were not dealt with in the Superintendent's proposals just referred to, the Committee recommend the grant of absorbable personal allowances at suitable rates, the total cost not exceeding Rs. 4,000 per year. The Committee are confident that the additional expenditure resulting from the acceptance of these proposals would be more than offset by the savings accruing immediately in other directions. Subject to this condition, Government are pleased to approve of the recommendations of the Committee. The Superintendent, Government Printing, is requested to submit a detailed statement of the increases and allowances to be given, limiting the cost on this account to Rs. 9,000 per year.

V. REGULATION OF RUSH WORK.

8. The Committee are of opinion that much avoidable expenditure can be saved if the indenting departments refrain from sending orders for rush work to the Press

and allow their work being done as far as possible during the usual business hours. In this connection, they suggest the appointment of a Liaison Officer for regulating the flow of work into the Presses.

Government are of opinion that with the increase in the number of working hours in the Government Presses and with the improvement in the methods of handling work referred to under item No. VIII below, there should be little or no occasion for incurring any expenditure on overtime work. In order to ensure this, indenting departments will be asked to avoid sending orders for rush work as far as possible. The Superintendent, Government Printing and the Assistant Superintendent, Mysore Branch Press will at the same time be authorised to refuse accepting any work involving the payment of overtime allowances to any appreciable amount, unless such work relates to the State Budget or to the meetings of the Representative Assembly and the Legislative Council or is received from the Palace, the Dewan's Office or the Chief Secretary to Government.

The Superintendent will act as a vigilance officer under the general guidance of the Chief Secretary to Government and bring to the notice of Government any work received for printing which he considers to be unnecessary or which, in his opinion, involves disproportionate expenditure. He should also obtain the orders of Government before executing any indent for work of an unusual character or for printing in expensive styles or sizes. In the case of paying departments, requests for such work may be generally complied with, but the matter may be brought to the notice of Government.

By giving effect to the above instructions, there would be no need for the appointment of a separate Liaison Officer as proposed by the Committee.

VI. TRANSFER OF PRINTING WORK TO PRIVATE PRESSES.

9. This question is being repeatedly pressed on the attention of Government by the managers and proprietors of some of the private printing presses in the State for several years without a satisfactory solution being arrived at in the matter, due mainly to the inadequate equipment of most of the private presses to deal with the work entrusted to them expeditiously and in conformity with the standard expected. A beginning has, however, been made in recent years in turning over to private printing presses some of the work which was usually being done in the Government Press such as selected educational text-books, etc. The Committee have now framed a provisional schedule of items of work that should ordinarily be entrusted to private presses either on the open tender system or on periodical contracts on a competitive basis and recommend that these works may be gradually turned over to the private presses.

The question is beset with practical difficulties. In the first place, on account of the increase in the number of working hours, some work has to be retained in the Government Presses to keep the men fully engaged. Secondly, there are not many private presses having the necessary equipment and staff to handle the work promptly and efficiently. Government are, however, in sympathy with the proposal to foster and encourage local printing industry and are accordingly pleased to order that such of the works as are scheduled by the Committee and for which the departments concerned have provision to pay from their respective budgets, may be gradually entrusted to private presses on the open tender system or on periodical contracts on a competitive basis. The Superintendent should, however, satisfy himself before actually entrusting the work whether the private press is suitably equipped to handle the kind of work tendered for by it. Of the works included in the schedule by the Committee, the printing of the Criminal Records may continue to be done in the Government Press.

VII.—EFFICIENCY IN THE MACHINERY EQUIPMENT.

10. From an examination of the existing machinery in the Government Press, the Committee have come to the conclusion that some of the machines in use in the Press are old and obsolete and require to be replaced in the interests of securing maximum efficiency in the work turned out. They recommend the formation of a Depreciation Fund on the lines of the Rules in force in the Government of India Presses, the provision of funds required for renewal and replacements of plant and machinery in the Press being as far as possible regulated on the amount at the credit

of the *pro forma* account kept in the Press under the said Rules. This proposal of the Committee is approved as also the draft Rules appended to the Report in Appendix C, subject to any modification in detail which may be indicated by the Comptroller.

11. The Committee are of opinion that there is much unnecessary wastage in the consumption of electric power on account of the existing system of collective drive instead of individual drive for the machines installed in the Press. They suggest that if each machine or group of machines is connected with a separate motor so there may be no consumption of power when a machine is not actually at work saving of over Rs. 2,000 per annum is likely to result in the cost of electric power. The Superintendent is requested to examine the suggestion in consultation with the Electrical Department with reference to the initial cost involved for new motors of smaller power required for the machines and to submit definite proposals for the orders of Government.

VIII.—REVISION OF METHODS OF WORK.

(*i*) *Technical Rules of the Press.*

12. The Committee have noticed that there is considerable laxity on the part of Government departments in observing the technical rules of the Press in the matter of sending manuscript for printing and in calling for and returning proofs and that this laxity contributes to the increase of avoidable expenditure in the Press. With a view to remedy this defect, they have drawn up a set of Rules (Appendix D) which are calculated to improve the existing procedure in regard to the preparation of manuscript and the passing of proofs. These rules are approved with the observation that as they provide for the final passing of proofs in the many cases by the Press staff without reference to the indenting department, it is necessary to have competent and trained men for this work in the Government Presses. The Superintendent is requested to take necessary steps in this direction.

(*ii*) *Decentralisation of Work.*

13. The Committee consider it desirable in the interests of efficiency to effect a decentralisation in the management of the various branches of work in the Government Press at Bangalore. They accordingly recommend that the work in the Press should be broadly divided into three sections, (1) the Press Proper, (2) the Accounts Section, and (3) the Forms and Stationery Section and that the first and third sections should be in direct charge of separate Gazetted Assistants and the second in charge of a qualified officer of the status of a Divisional Accountant in the Public Works Department. Government are pleased to approve of the recommendation of the Committee and direct that an Accountant on Rs. 100 per mensem be appointed for the charge of accounts work in the Press from 1st July 1930, the appointment being included in the revision proposals to be submitted by the Superintendent as ordered in para 7 supra. These officers should be able to relieve the Superintendent of much of the routine work so that he may be free to devote his attention to larger questions connected with the organisation, equipment and efficient management of the various branches of work under his control and to a continuous study of possible economies.

IX. MISCELLANEOUS.

(*i*) *Standardisation of Covers and Note Papers.*

14. The Committee observe that there is no uniformity in this respect at present and there is avoidable waste of paper. They are of opinion that appreciable economies could be effected by arranging to supply covers and notepapers to officers in nine standard sizes as noted in the margin—the supply of special note papers and envelopes other than the standard sizes being limited to the Palace, the Members of Government and the Secretaries. Government approve of these proposals.

COVERS.	NOTE PAPERS.	ENVELOPES.
Foolscap.	Post quarto.	Chit, large post.
Demy.	Large Post Octavo.	Chit, small post.
Foolscap folio.	Small do	
File.		

(*ii*) *Discontinuance of Free Printing.*

15. The Committee also take exception to the system now in vogue of allowing free printing in the case of work pertaining to semi-official bodies like the Mysore Engineers' Association, the Mysore Civil Service Association, etc. They suggest that

the system may be discontinued and a subvention may be given to them if necessary for getting their work printed elsewhere. Government approve of this suggestion.

(iii) Standardisation of Forms.

16. The Committee suggest that the departments whose forms and registers have been standardised should keep their respective standard lists up-to-date and intimate modifications to the Superintendent of Stationery in time as required by Government Order No. G. 12285-92—E. A. 7-23-3, dated 29th February 1924, with a view to avoid the risk of printing obsolete forms and also printing more forms than are actually needed. They also suggest that the Superintendent should report to Government instances of laxity in this respect and that whenever demands for printing larger numbers of forms than are provided in the standard list are made, he should satisfy himself that a case has been made out for the increased supply and that the requisition has the support of the Head of the Department concerned.

These recommendations are approved.

17. The Committee have also brought to notice that till now only ten departments have standardised their forms and registers and suggest that at least the major departments of the State should complete the process of standardisation very early. Government agree with the Committee that the work of standardisation of forms has been neglected by the departments concerned and direct that it should be completed without further delay. The Superintendent is requested to address the departments concerned, ascertain the cause of delay and submit a consolidated report to Government at an early date.

(iv) Special Officer to examine Forms.

18. The Committee recommend that a special officer may be appointed temporarily to examine the forms and registers that are in use in the several offices and suggest measures to print them in a uniform size and in an economical manner, with a view to effect savings in printing and consumption of paper. This suggestion will be separately considered.

(v) Supply of Forms to Taluk Offices direct.

19. The Committee consider that the existing complaint about the non-supply of forms in time to the Taluk Offices is due to the present arrangement of supplying the forms through the District Offices. They have suggested that arrangements should be made for the supply of Forms to the Taluk Offices direct from the Stationery Depot. As this involves additional work to the Stationery Depot, the Committee suggest that an additional staff of two Invoice Clerks and two Counters at a total cost of Rs. 70 per mensem, should be sanctioned. Government are pleased to approve of the above recommendation of the Committee and to sanction the staff proposed temporarily for a period of two years. The Superintendent is requested to include this establishment in the revision proposals he has been requested to submit in para 7 above.

(vi) Supply of Stationery Articles.

20. The Committee recommend that the supply of stationery articles to different departments should be spread over the whole year and a suitable calendar of supply should be drawn up indicating the dates of supply to the different departments to ensure economy in supply. This recommendation is approved.

X. REVISION OF THE GOVERNMENT ORDER OF 27TH MAY 1904.

21. The Committee consider that the Government Order of 27th May 1904 regarding the supply of Stationery and Forms requires revision in several respects and that, in view of the long time that has elapsed since the issue of the order, it is desirable to issue a fresh order in its place. A separate order will accordingly issue on this subject.

22. Government trust that the savings anticipated by the Committee as a result of adopting their proposals will materialise and request the Superintendent to submit a special report, at the end of a year, showing how the new arrangements have worked and what economies have been secured.

N. MADHAVA RAO,
Chief Secretary to Government.